

Direction to complete the Local and SLO Calculator 2015

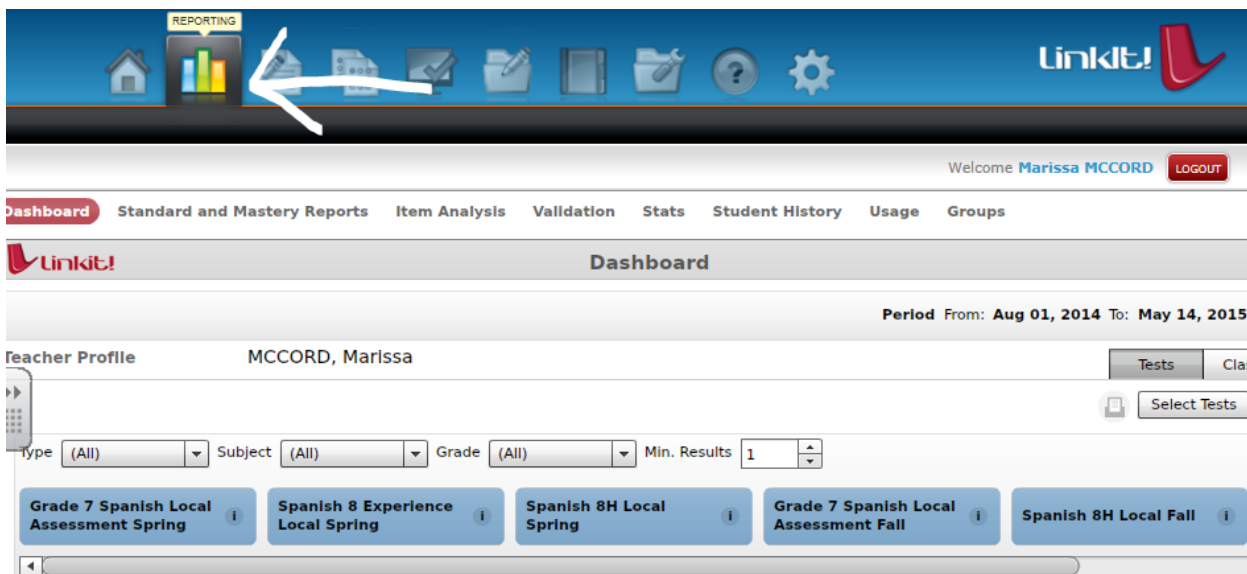
After grading and reviewing your Local and SLO bubble sheets, follow the step below to export the data into excel and determine our Local and SLO HEDI score using the Local and SLO calculator.

1) Open up <https://portal.linkit.com/>

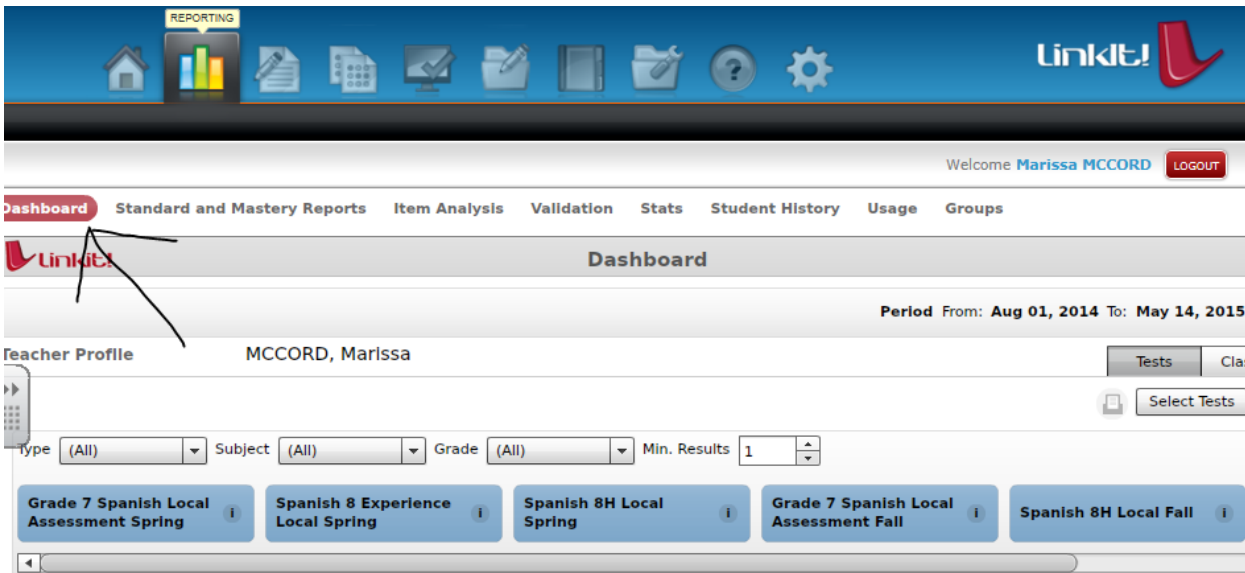
2) Login into Link-it

The image shows the Linkit! Login page. It has a blue header with the text "Linkit! Login". Below the header, there are two dropdown menus for "State" and "District". The "State" dropdown is set to "New York" and the "District" dropdown is set to "South Huntington UFS". Below these are two text input fields: "Username" with the value "MCCORD.Marissa" and "Password" with masked characters. A blue "Login" button is to the right of the password field. At the bottom left, there is a "Lost password?" link with a dropdown arrow.

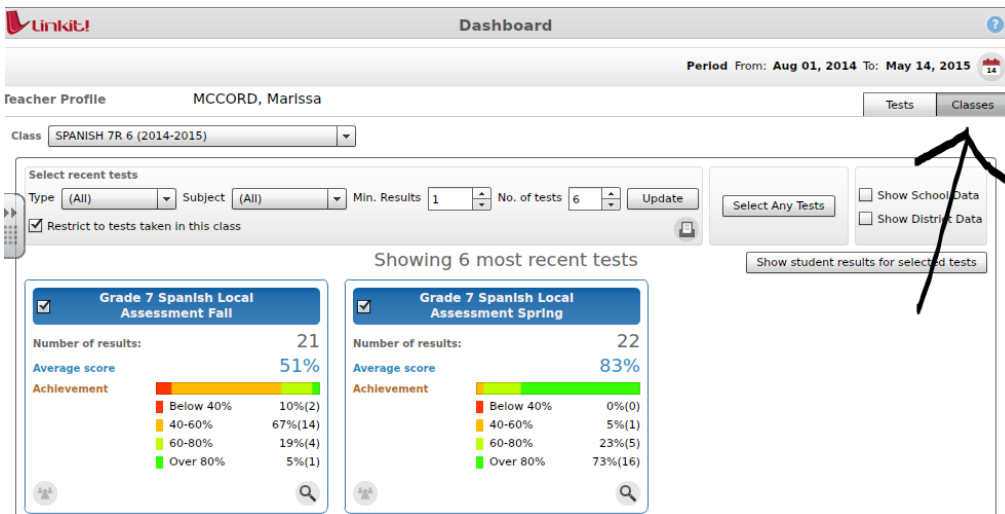
3) Click on Reporting (Bar graph icon on the top, second from the left)

The image shows the Linkit! Dashboard. At the top, there is a navigation bar with icons for Home, Reporting (highlighted with a white arrow), Standard and Mastery Reports, Item Analysis, Validation, Stats, Student History, Usage, and Groups. Below the navigation bar, there is a "Welcome Marissa MCCORD" message and a "LOGOUT" button. The main content area is titled "Dashboard" and shows the "Teacher Profile" for "MCCORD, Marissa". There are tabs for "Tests" and "Class". Below the tabs, there are filters for "Type", "Subject", "Grade", and "Min. Results". The "Type" filter is set to "(All)". Below the filters, there are five buttons for different assessments: "Grade 7 Spanish Local Assessment Spring", "Spanish 8 Experience Local Spring", "Spanish 8H Local Spring", "Grade 7 Spanish Local Assessment Fall", and "Spanish 8H Local Fall".

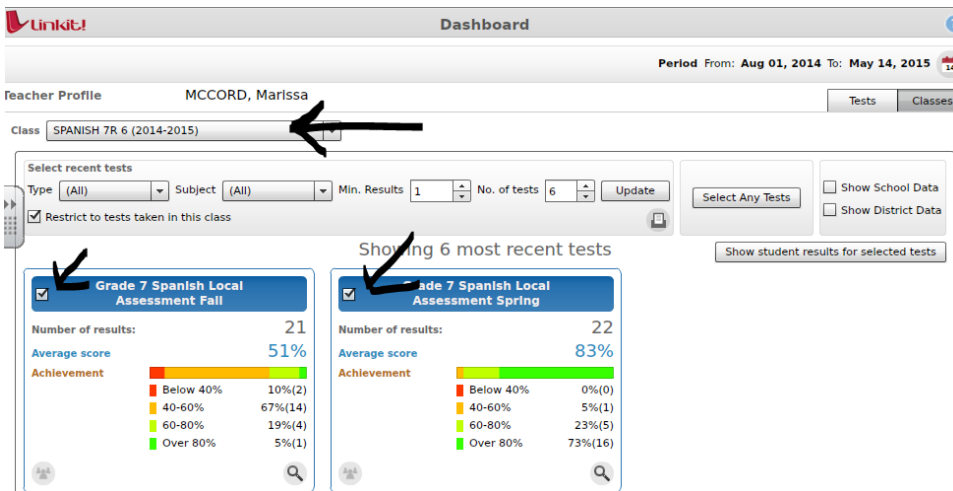
4) Click on Dashboard if it does not automatically open to that



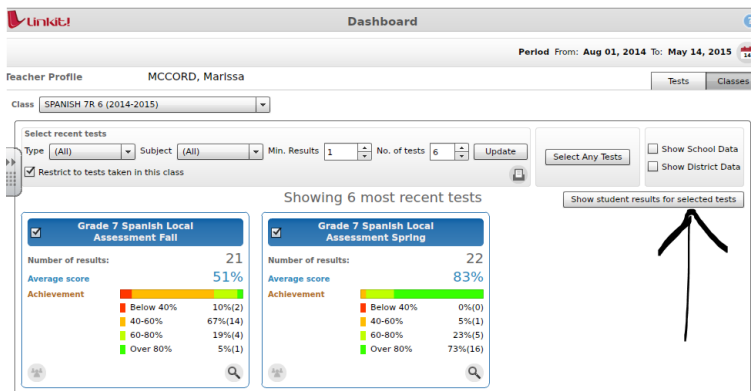
5) Select "CLASSES" on the top right



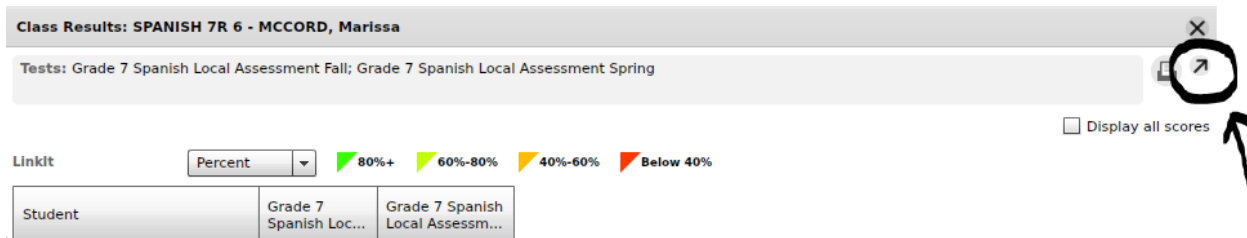
6) Choose a class from the dropdown box on the left, and then check the boxes for both the fall and spring tests.



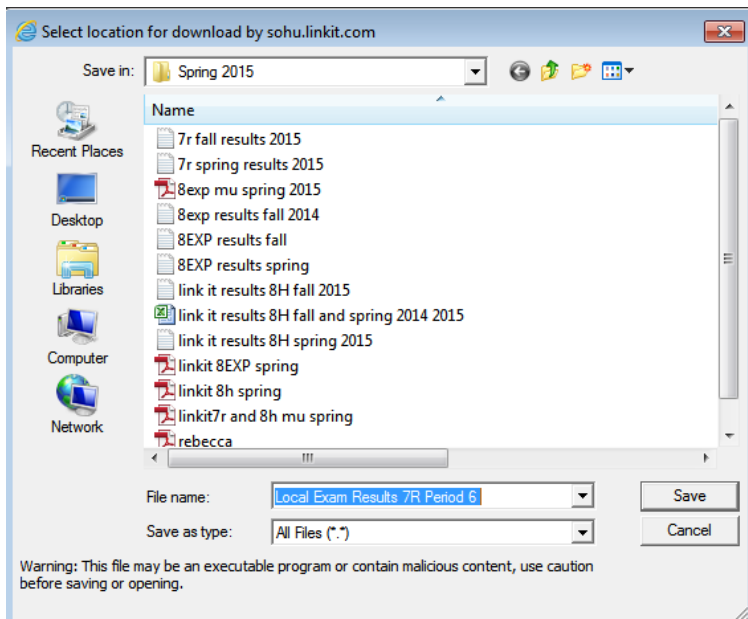
7) On the right, click "Show student results for selected tests" and a new window will pop-up



8) The new window will display all of the scores for your students in that class for both tests (below where it says Student and the names of the assessments here). Select the upward facing arrow below the “x” on the top right.



9) Save the document within a folder on your H:// drive



10) Name the File; Local-SLO Results “course name” “period” and click SAVE

11) Repeat the steps 6 through 9 for all class periods that you teach until all data is saved on your H:// drive

12) Open up your Excel Local and SLO calculator

13) Open up one of the files saved in step 10; the file name will not appear unless you click on ‘All Files’

14) Text Import Wizard will appear, click; next, next, finish (Your data should appear in an excel format)

15) From the data, delete the data and the column headings named “Points Earned” and “Points Possible” for all of the students listed. Right click to delete and then select shift cells left. The file should only have the students’ names and scores for fall and spring remaining as shown below (names have been cut off).

Grade 7 Spanish Local Assessment Fall			
Student	Code	Percent	Percent
rzle	700001141	40	80
ivia	700001015	40	92
iregory	700001418	52	92
ra	137000059	64	80
	800008966	60	100
stine	700001600	52	96
l	100400392		76
ph	700001416	40	84
	700001131	56	84
	700001170	56	76
ley	700001195	56	88
lrew	700001342	40	76
	700000954	92	100
	700001621	56	80
casio	700000567	8	92
	700001103	44	84
	700001107	56	96
	700001221	36	60
	150000138	64	84
lah	147000464	40	52
	700001223	44	72
	700001388	68	88

16) Start copy and pasting the correct information into the correct columns/cells on your Local and SLO calculator. You should be copying and pasting only the names and the two scores (fall and spring) into the Local and SLO calculator document. When you copy and paste, make sure that the cursor is in the first space in the name column and not in the period column as shown by the arrow below.

Item Analysis Data: SLO		2014-2015			School Name						
Class Data:											
PD	Student Name/ID	Pre- Assement Score FALL	Summative Score SPRING	Met Adjusted Growth Target	Last, First Final SLO Results						
				No score	0	Number of Students Showing Growth					
				No score	#DIV/0!	% of Students Showing Growth					
				No score		HEDI Final Score (Max. 20)					
				No score							
				No score							
				No score							
				No score							
				No score							
				No score	HIGHLY EFFECTIVE			EFFECTIVE			
				No score	20	19	18	17	16	15	

17) Continue steps 13-16 until all the data is retrieved and copied into the Local and SLO calculator for all classes that you teach. Make sure you save your LOCAL and SLO calculator document after adding each class period. When you save the document put your “last name, first name” at the beginning of the file name. You can then fill in the period information for each class. Then, you can copy and paste the information into the bonus points calculator page.

18) Determine your final HEDI score (1-20) and type it into the yellow cell.

19) Type in the following information; School (Stimson or Whitman), Name (Last, First) and Class Data (LE Regents)

20) Save the Documents on your H://: drive

21) Great Job!